

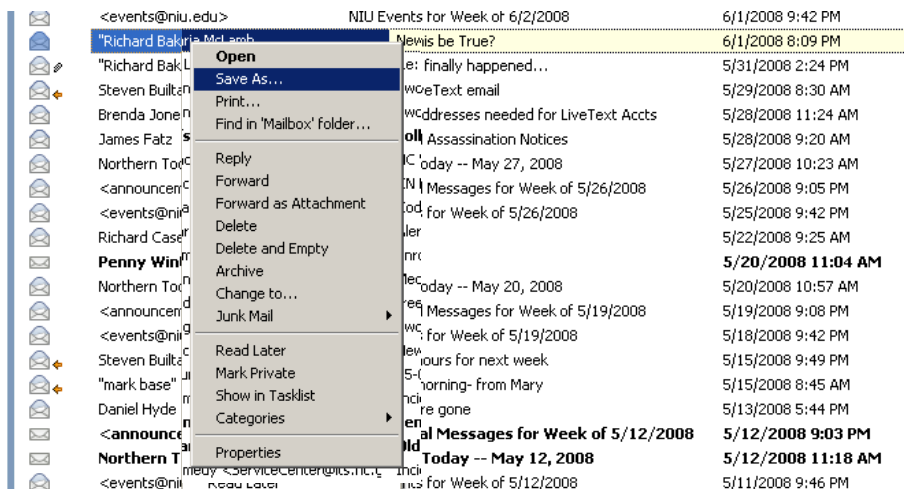
Archiving Email in GroupWise

****Email Archiving should be done using the GroupWise Application and **NOT** through the WebAccess GroupWise. (WebAccess GW is the link found on the Harnett Co webpage under Staff Links.

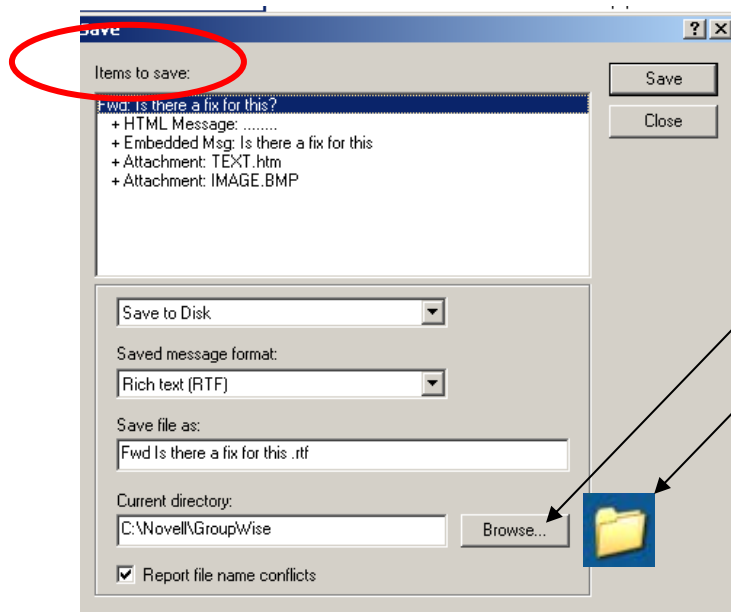
1—To archive items:

—Point to your email message and **Right-Click**.

--Click on **Save As**



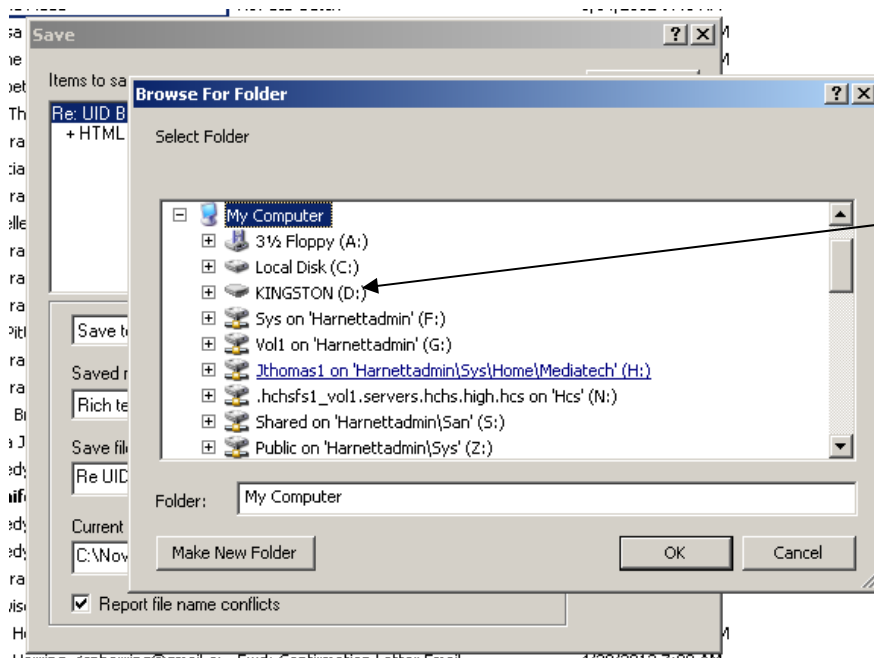
2—Under the **Items to Save** box, items could range from just a message to several attachments, depending on your email message.



3—Click on **Browse** (for PC users)

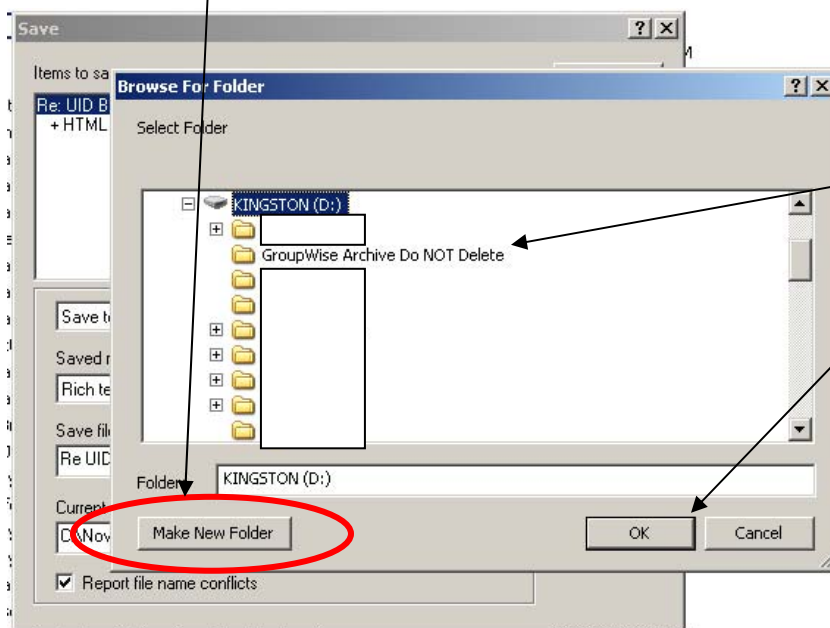
***Click on **Folder** (for Mac users)

4—Click on **My Computer**



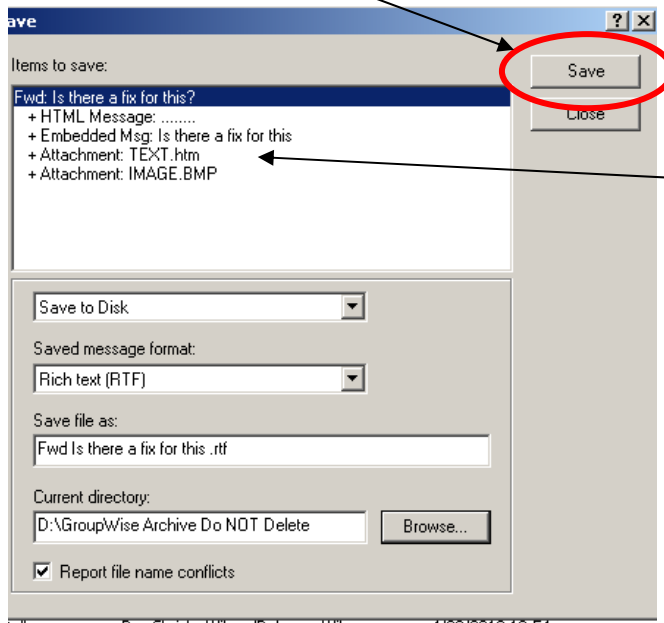
5—Click on your USB/Flash Drive listed which could have different names depending on what type of USB/Flash Drive you have. The Example shown is “Kingston (D:)”

6—Click on **Make New Folder** and type in the following: **GroupWise Archive Do NOT Delete**



7—Click on the folder just created, **GroupWise Archive Do NOT Delete**, and click **OK**

8—Click on **SAVE**



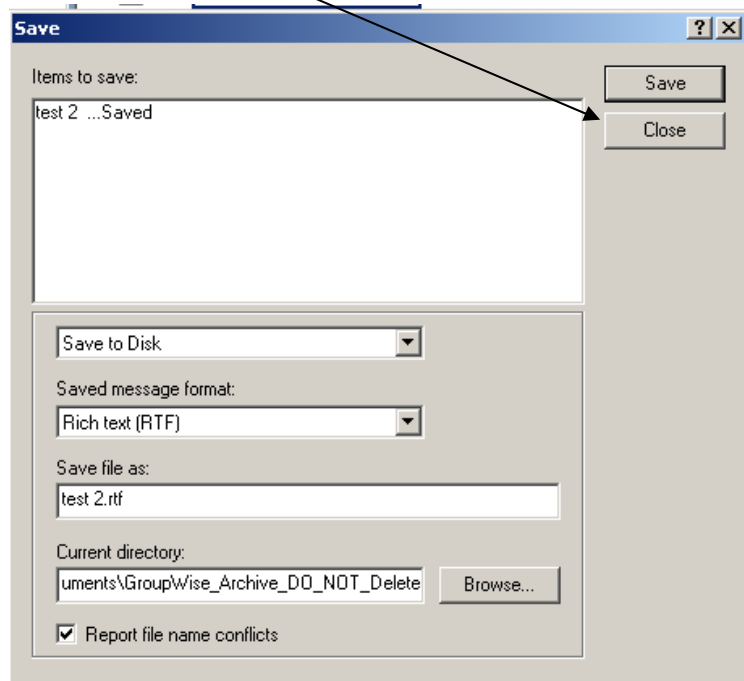
****If you have attachments with an email you will need to save them individually, after you've saved your original email message.

You can save all the attachments from this same screen.

If you have questions about this part, see your TF ☺

*****You have successfully **COPIED** the email message from your email account to your USB/Flash drive.

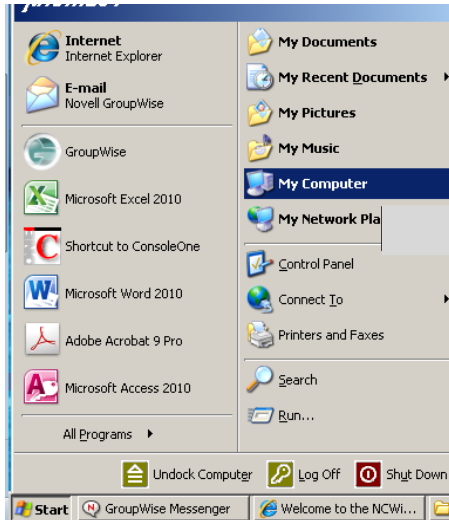
9—Click on **Close**



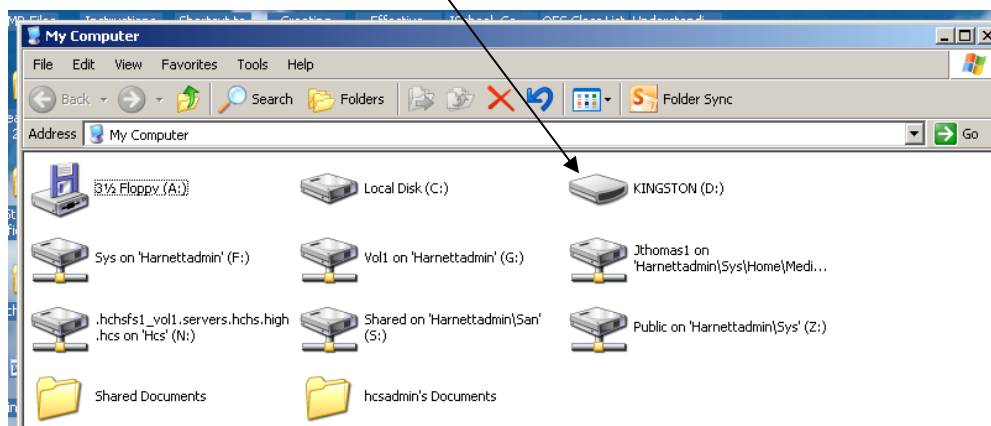
9—The original message is **STILL** in your mailbox, you can now **DELETE** it because you have a **COPY** of it on your USB/Flash Drive.

To view Archived Emails follow these steps:

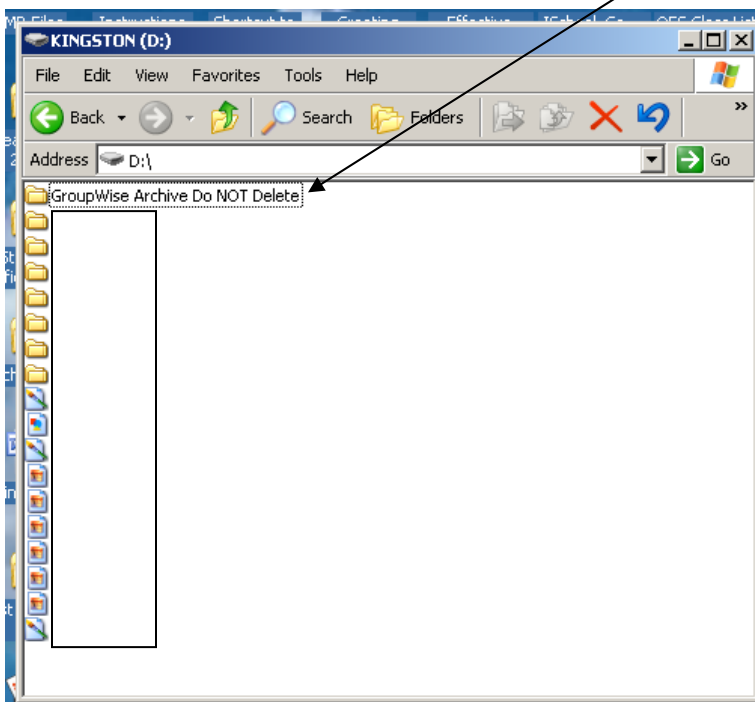
1—To view your **Archived Messages** click on **START**, bottom left hand corner, then **My Computer (or Finder for Mac computers)**.



2—Double Click on your USB/Flash Drive to open



3—Double Click on the folder titled: **GroupWise_Archive_DO_NOT_DELETE**



4—Your messages now appear as Word Documents.

